Web Data Collector (WDC)

User Guide – Teacher Access

For further assistance on the Web Data Collector contact the Timetabling Team at: timetables@lse.ac.uk or on 020 7955 6333 (x6333)

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1. Introduction

To access the WDC, click on the following link: http://lse.ac.uk/timetabling/datacollector which takes you to the screen in Fig 1.1. Enter your username and password (which is case sensitive).

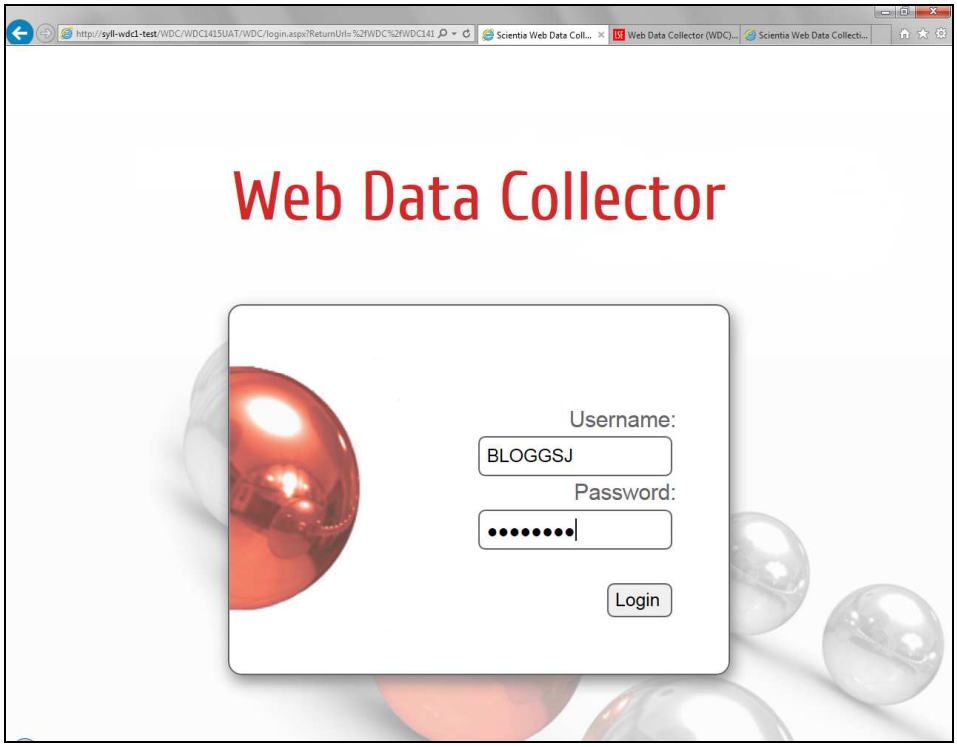


Fig 1.1

You will be prompted to input your username and password (this is case sensitive). This will take you to the main WDC menu screen below (Fig 1.2).

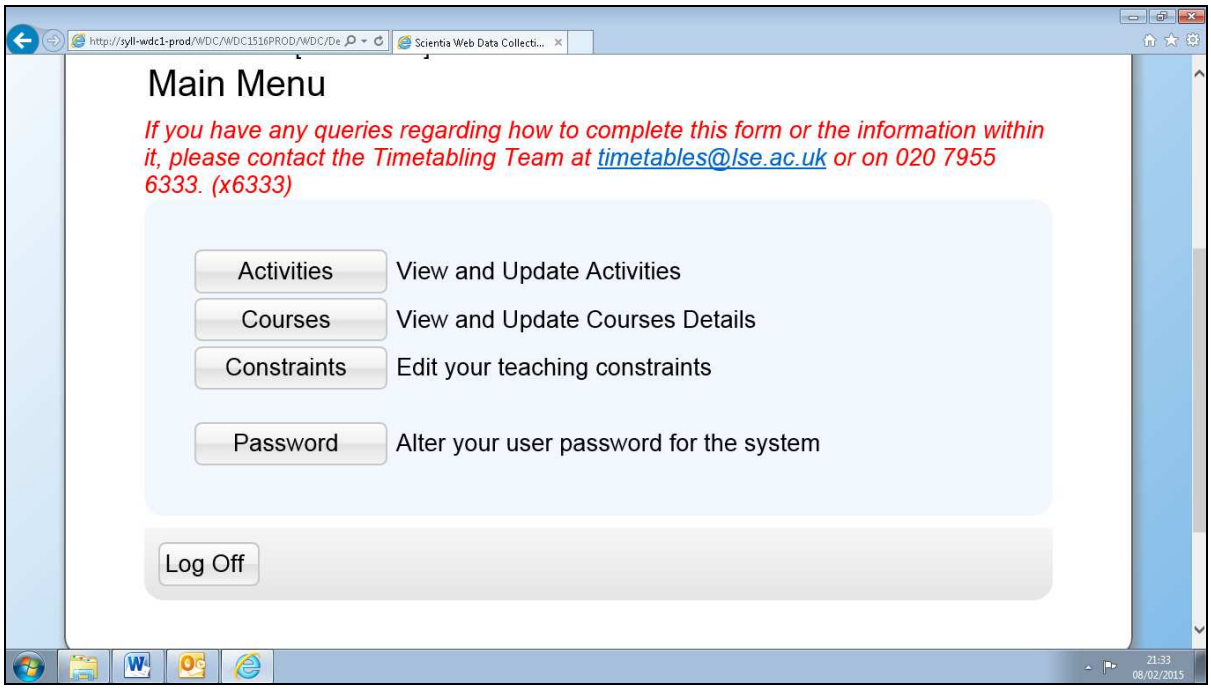

Main Menu
If you have any queries regarding how to complete this form or the information within it, please contact the Timetabling Team at timetables@lse.ac.uk or on 020 7955 6333. (x6333)
Activities
View and Update Activities
Courses
View and Update Courses Details
Constraints
Edit your teaching constraints
Password
Alter your user password for the system
Log Off

Fig 1.2

1.1 Recommended order of work:

1. Review **C ourses**. **Courses** is included in the menu as a view only section for information, and is not required to be completed. Departmental staff with Manager access have permission to amend details in the courses section
2. Review and Edit **Constraints**
3. Review and Edit **Activities**

Note: Teaching staff only have visibility of courses and activities that they are associated with.

1.2 Navigating the Online Form

The form is split into a number of sub menus (see Fig 1.2) where you can edit and/ or view specific information. These should be intuitive to follow and use drop down menus, selection buttons, and free text boxes. Clicking **Save** on any screen will record any change you have made within this screen and allow you to carry on editing the same screen.

Some guidance notes **in red** are included on each page to assist you in completing the form.

Clicking Main Menu will take you back to the main menu where all sub menus are listed.

Status of Activities

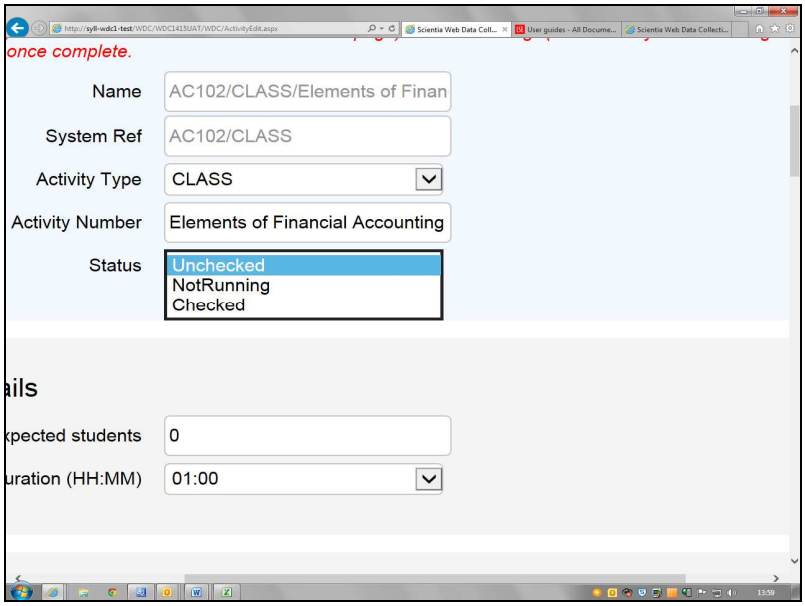


Fig 1.3

The **Status** tab (Fig 1.3) featured in the Courses and Activities pages within the form will provide the following options:

i. **Unchecked**: this is the default status and means that the information hasn't been checked by the User*.
ii. **Checked**: the User has checked the information and made changes or left the information unchanged (as required).
iii. **Not Running**: this course is not running the coming Academic Year.

Users must select either ii. or iii. once they have finished completing their forms. * User refers to the person making changes in this form.

2. Courses

The **Courses** tab allows you to view delivery details for courses that you are associated with. Clicking on the **Courses** tab from the main menu will take you to the **View Courses List** page (Fig 2.1).

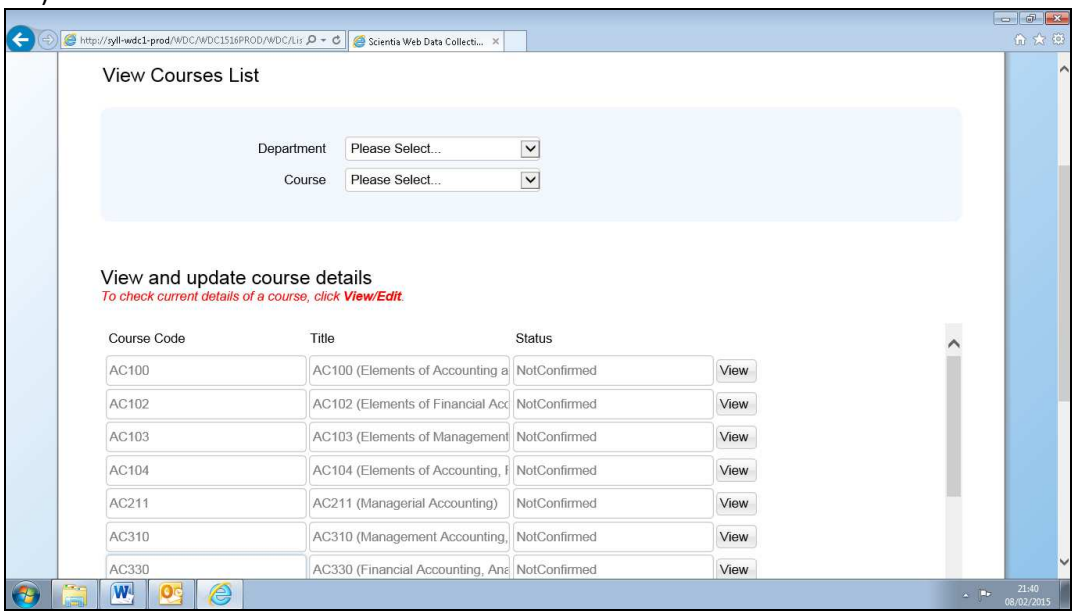


Fig 2.1

The courses section in the form is for information only and can only be amended by Departmental staff with Manager permissions.

To view the information for a particular course, click on the **View** option next to that course, which will enable you to view course details. This will take you to the **View and update Course Details** page (Fig 2.2).

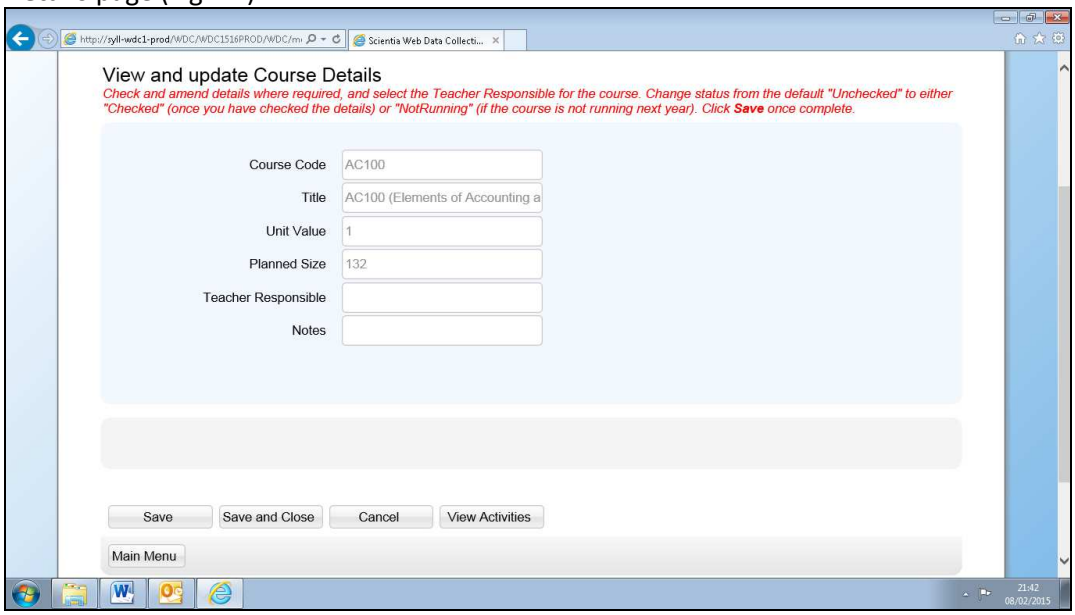

View and update Course Details
Check and amend details where required, and select the Teacher Responsible for the course. Change status from the default "Unchecked" to either "Checked" (once you have checked the details) or "NotRunning" (if the course is not running next year). Click Save once complete.
Course Code
AC100
Title
AC100 (Elements of Accounting a
Unit Value
1
Planned Size
132
Teacher Responsible
Notes
Save
Save and Close
Cancel
View Activities
Main Menu

Fig 2.2

On this page, all fields are not editable and are for information only. If you believe that any of the information on this page should be amended, contact your Departmental Administration.

3. Constraints

The **Constraints** tab allows you to edit your teaching details. Clicking on the **Constraints** tab from the main menu will take you to the **Edit Teacher Details** page (Fig 3.1). Note: the Teacher Code refers to the LSE's staff number associated with that teacher.

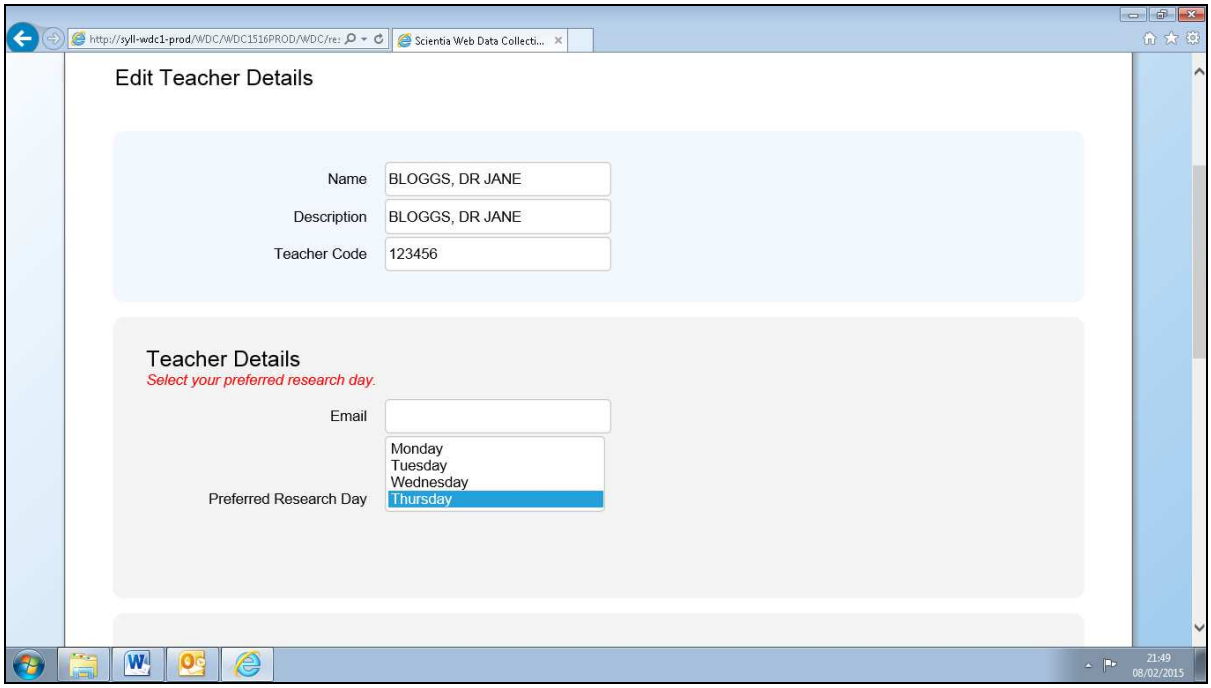


Fig 3.1

Teacher Details

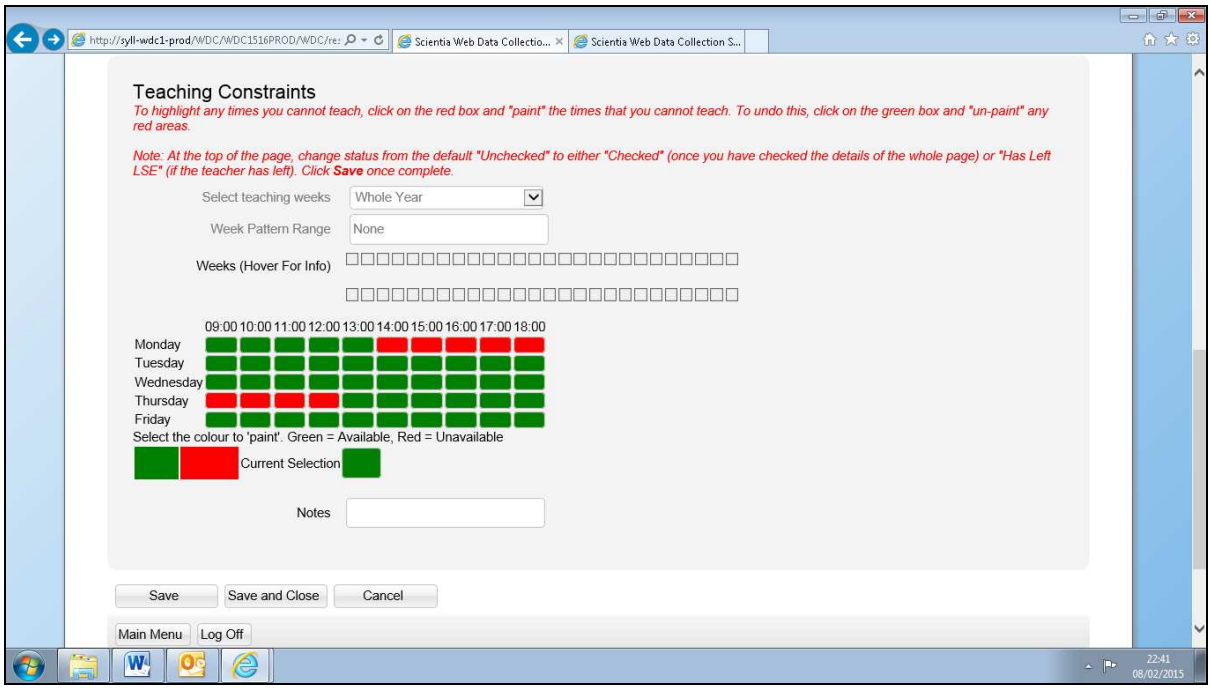
Select a Preferred Research Day (if desired) and enter an email address if available.

Teaching Constraints

The teaching week patterns field under Teaching Constraints (Fig 3.2) is not an editable field.

As instructed in the form, highlight any teaching constraints. The form is defaulted to a green grid so you need to click on the red paint box under the table and then click on any times that you are unavailable. If you wish to "undo" any red selections, click on the green paint box under the table and highlight any times that the teacher is available.

There is also a Notes field if you wish to add any further information about your teaching constraints.


Teaching Constraints
To highlight any times you cannot teach, click on the red box and "paint" the times that you cannot teach. To undo this, click on the green box and "un-paint" any red areas.
Note: At the top of the page, change status from the default "Unchecked" to either "Checked" (once you have checked the details of the whole page) or "Has Left LSE" (if the teacher has left). Click Save once complete.
Select teaching weeks
Whole Year
Week Pattern Range
None
Weeks (Hover For Info)
09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00
Monday
Tuesday
Wednesday
Thursday
Friday
Select the colour to 'paint'. Green = Available, Red = Unavailable
Current Selection
Notes
Save
Save and Close
Cancel
Main Menu
Log Off
Fig 3.2

Remember:

Once you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the main menu (Fig 1.2).

4. Activities

The **Activities** tab allows you to modify delivery details for your activities. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Selecting the Course you require will result in a list of all the activities linked to that course. Note: if you only want to see a list of one type of activity (e.g. lectures), then select one of the option types in the Activity Type drop down menu.

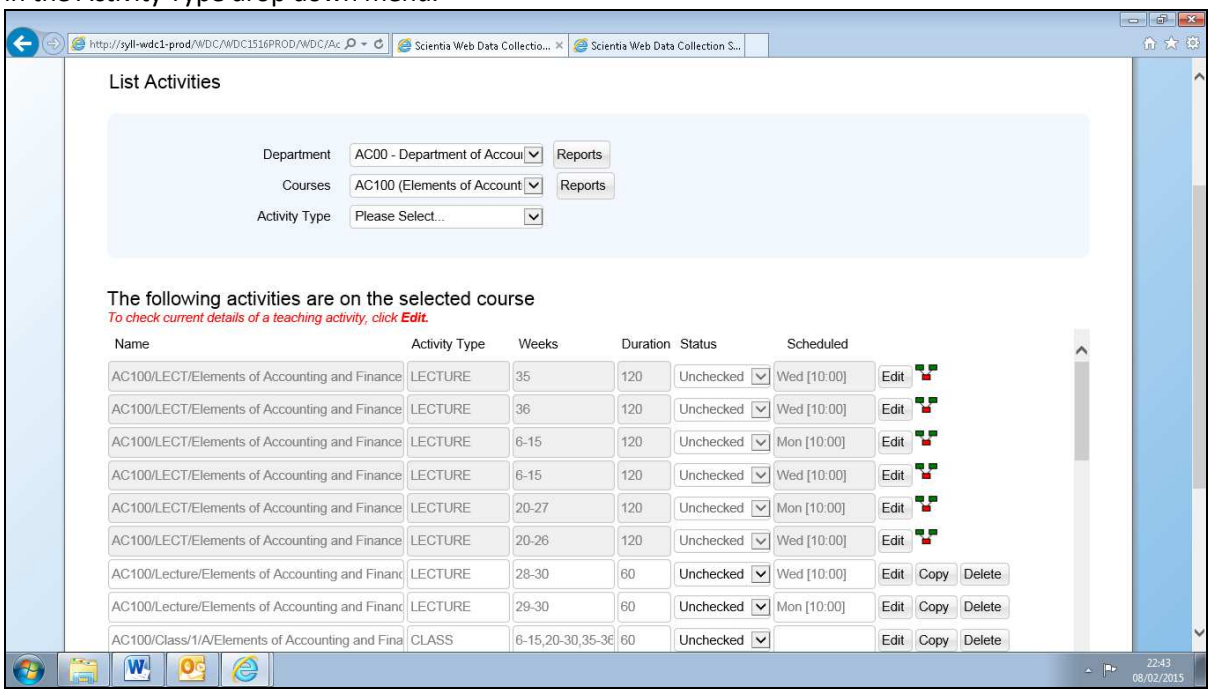


Fig 4.1

Note: the following symbol (in Fig 4.2) indicates that the activity is a Jointly Taught Activity (A Jointly Taught Activity is that is attended by students from more than one course):

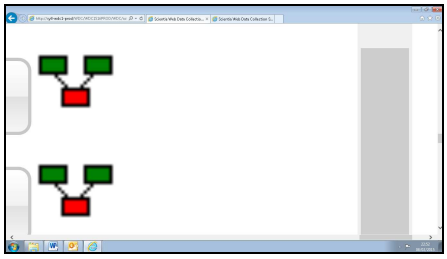
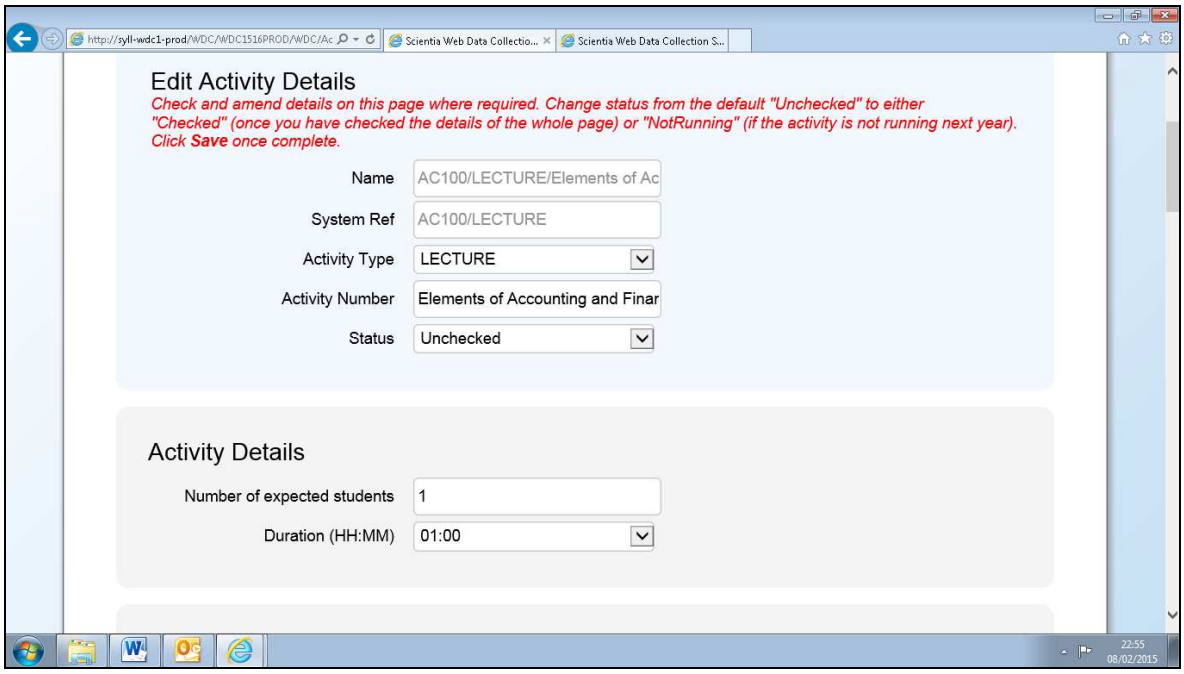


Fig 4.2

4.1 Editing an Existing Activity

To edit the information for a particular activity, click on the **Edit** option next to that activity, which will enable you to view and update activity details. This will take you to the **Edit Activity Details** page (Fig 4.3).


Edit Activity Details
Check and amend details on this page where required. Change status from the default "Unchecked" to either "Checked" (once you have checked the details of the whole page) or "NotRunning" (if the activity is not running next year).
Click Save once complete.
Name
AC100/LECTURE/Elements of Ac
System Ref
AC100/LECTURE
Activity Type
LECTURE
Activity Number
Elements of Accounting and Finar
Status
Unchecked
Activity Details
Number of expected students
1
Duration (HH:MM)
01:00
Fig 4.3

Edit Activity Details

On this screen, you can make changes to all fields except that of the **Name** and **System Ref** which are not editable.

Activity Details & Set the requested day and time of the activity

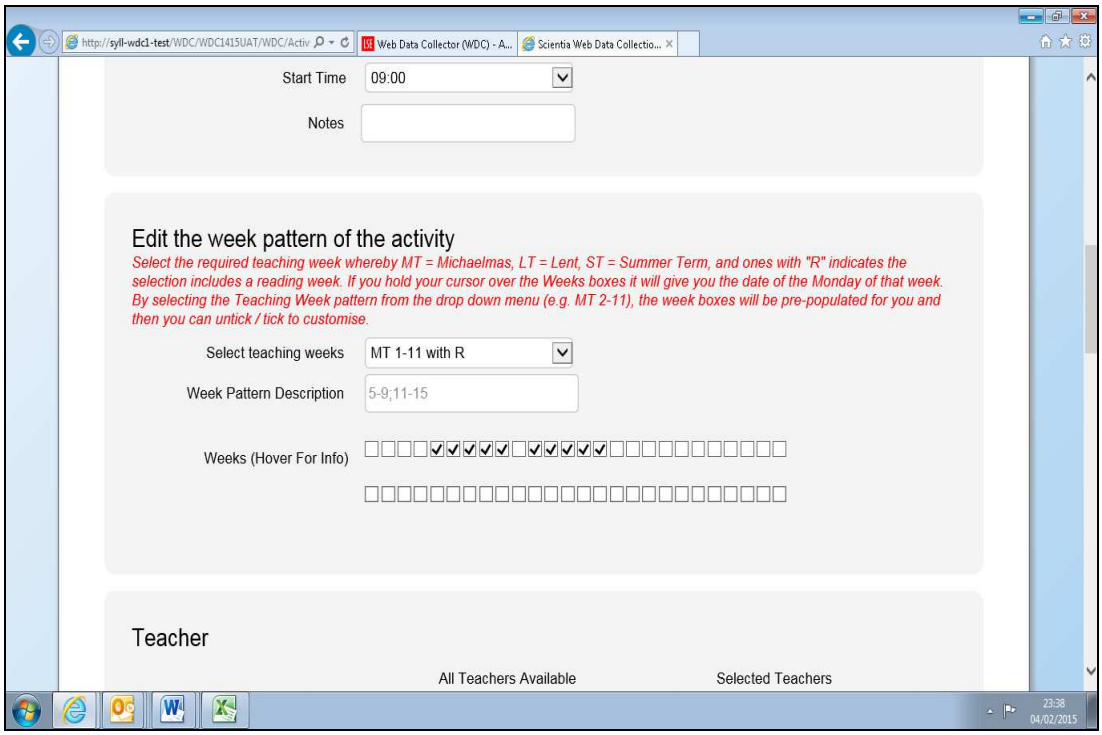
Update the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.4) under the **Edit the week pattern of the activity** section on this page. Once an option is selected, the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.

The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

2015-16	Michaelmas Term											Lent Term											Summer Term						
WDC Weeks	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**35**	**36**	**37**	**38**	**39**	**40**	**41**
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7


Start Time
09:00
Notes
Edit the week pattern of the activity
Select the required teaching week whereby MT = Michaelmas, LT = Lent, ST = Summer Term, and ones with "R" indicates the selection includes a reading week. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week. By selecting the Teaching Week pattern from the drop down menu (e.g. MT 2-11), the week boxes will be pre-populated for you and then you can untick / tick to customise.
Select teaching weeks
MT 1-11 with R
Week Pattern Description
5-9;11-15
Weeks (Hover For Info)
Teacher
All Teachers Available
Selected Teachers
Fig 4.4

Teacher

Under the **Teacher** section (Fig 4.5), you should see the current teacher on that activity already populated in the Selected Teachers box. Remove and add teachers as required for the activity for the next academic year.

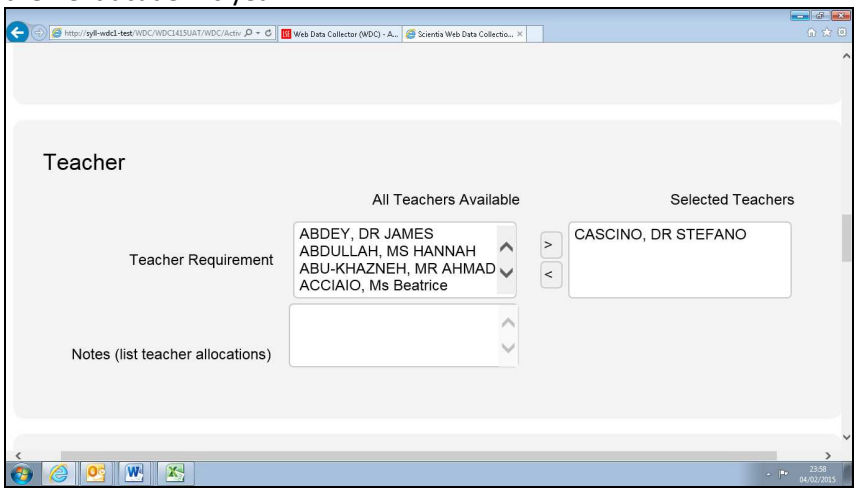


Fig 4.5

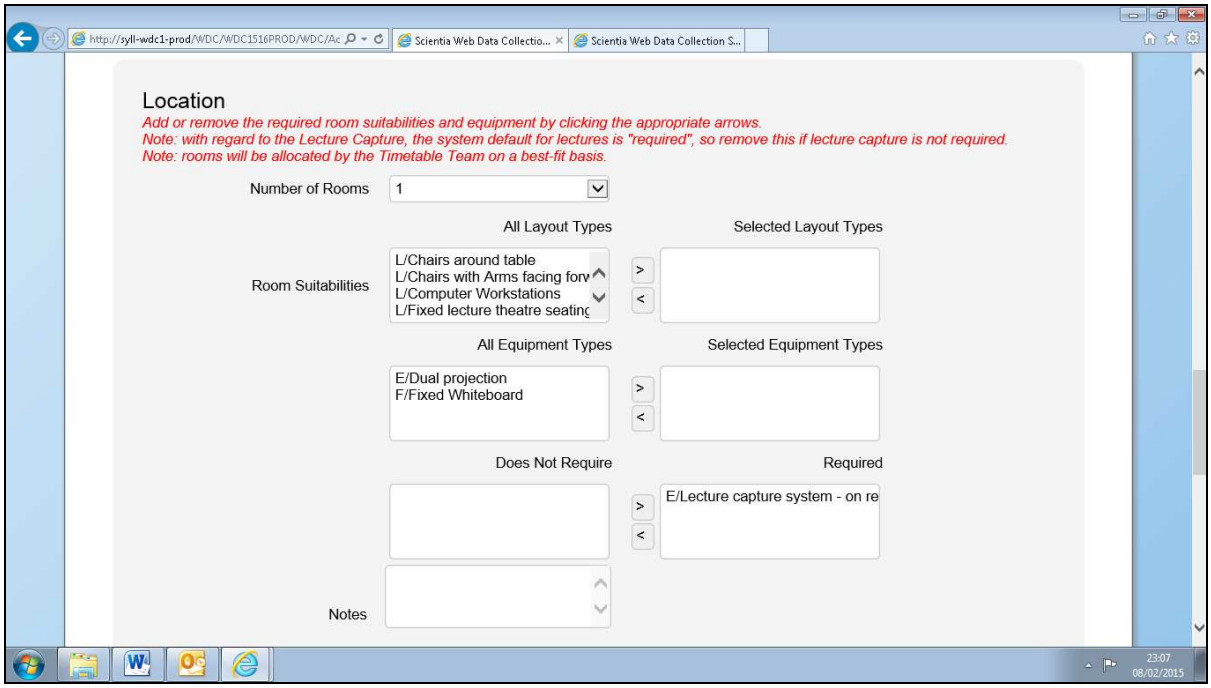
Location

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.6), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so you will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in

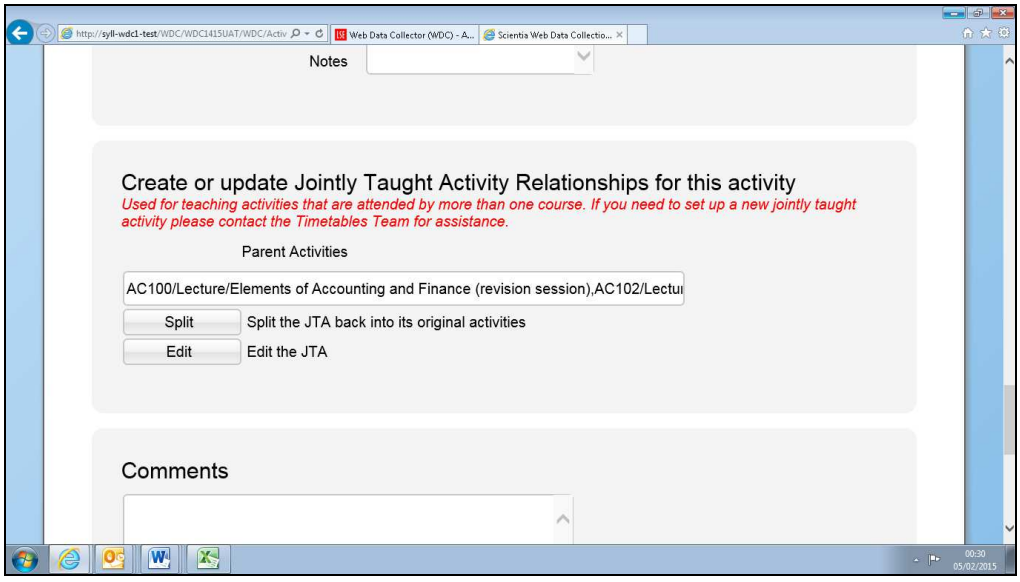
the notes field.

The system default for lecture capture for lectures is *Required* so ensure that you remove this from the room suitabilities if you do not want lecture capture for this activity.


Location
Add or remove the required room suitabilities and equipment by clicking the appropriate arrows.
Note: with regard to the Lecture Capture, the system default for lectures is "required", so remove this if lecture capture is not required.
Note: rooms will be allocated by the Timetable Team on a best-fit basis.
Number of Rooms
1
All Layout Types
Selected Layout Types
Room Suitabilities
L/Chairs around table
L/Chairs with Arms facing forv
L/Computer Workstations
L/Fixed lecture theatre seating
All Equipment Types
Selected Equipment Types
E/Dual projection
F/Fixed Whiteboard
Does Not Require
Required
E/Lecture capture system - on re
Notes
Fig 4.6

Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is a jointly taught one, details of the parent activity are included on this page for the activity. In this section (Fig 4.7) you can split or edit the JTA. For further advice on JTAs, contact the Timetabling Team at timetables@lse.ac.uk or on 020 7955 6333 (x6333).


Notes
Create or update Jointly Taught Activity Relationships for this activity
Used for teaching activities that are attended by more than one course. If you need to set up a new jointly taught activity please contact the Timetables Team for assistance.
Parent Activities
AC100/Lecture/Elements of Accounting and Finance (revision session),AC102/Lectu
Split
Split the JTA back into its original activities
Edit
Edit the JTA
Comments
Fig 4.7

There is a comments box if you want to add further information or requests for this activity.

Remember:

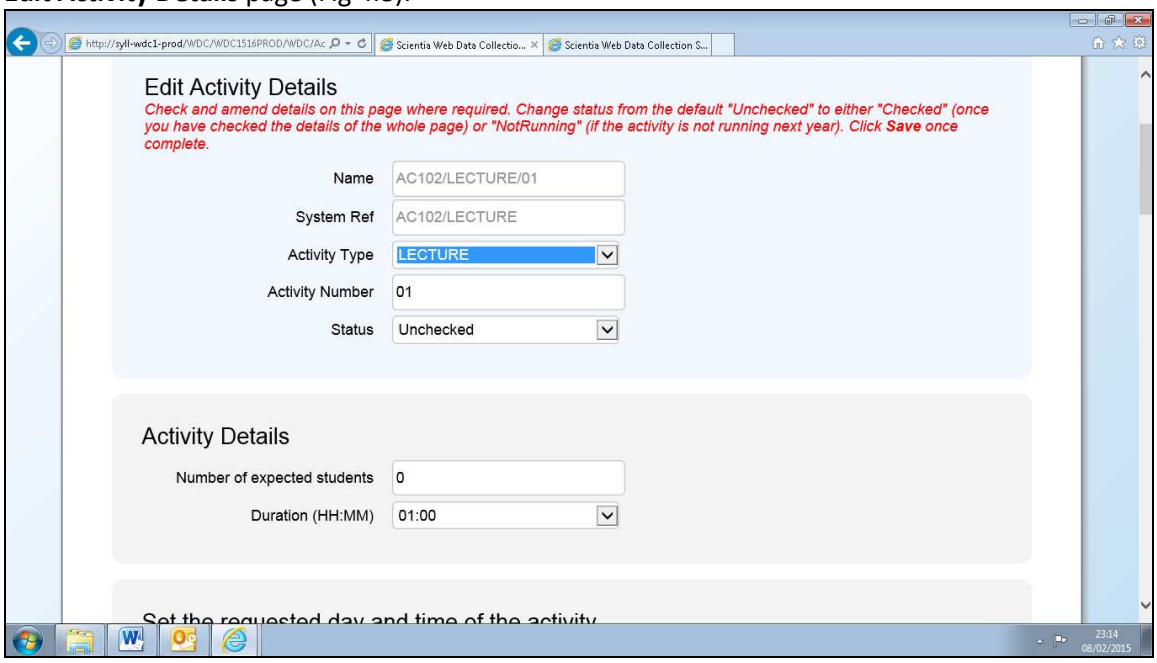
a) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).
b) Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

4.2 Adding a New Activity

The **Activities** tab allows you to add the details of new activities against courses in your Departments. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Activities can only be added to existing courses, so you must select a course in the drop down menu on the **List Activities** page before you can proceed. If you are adding activities to a new course, you must contact your Departmental Administration to first add the new course to the Web Data Collector before proceeding with adding activities.

To add a new activity, click the **Add** button at the bottom of the page which will take you to the **Edit Activity Details** page (Fig 4.8).


Edit Activity Details
Check and amend details on this page where required. Change status from the default "Unchecked" to either "Checked" (once you have checked the details of the whole page) or "NotRunning" (if the activity is not running next year). Click Save once complete.
Name
AC102/LECTURE/01
System Ref
AC102/LECTURE
Activity Type
LECTURE
Activity Number
01
Status
Unchecked
Activity Details
Number of expected students
0
Duration (HH:MM)
01:00
Fig 4.8

Edit Activity Details

Do not amend the prepopulated information in the Name and System Ref boxes. You will need to select the Activity Type (e.g. LECTURE), and enter an Activity Number which is the name of the activity (e.g. Quantitative Methods in Accounting and Finance). Once you have entered these details, the system will create the Name and System Ref.

Activity Details & Set the requested day and time of the activity

Enter the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

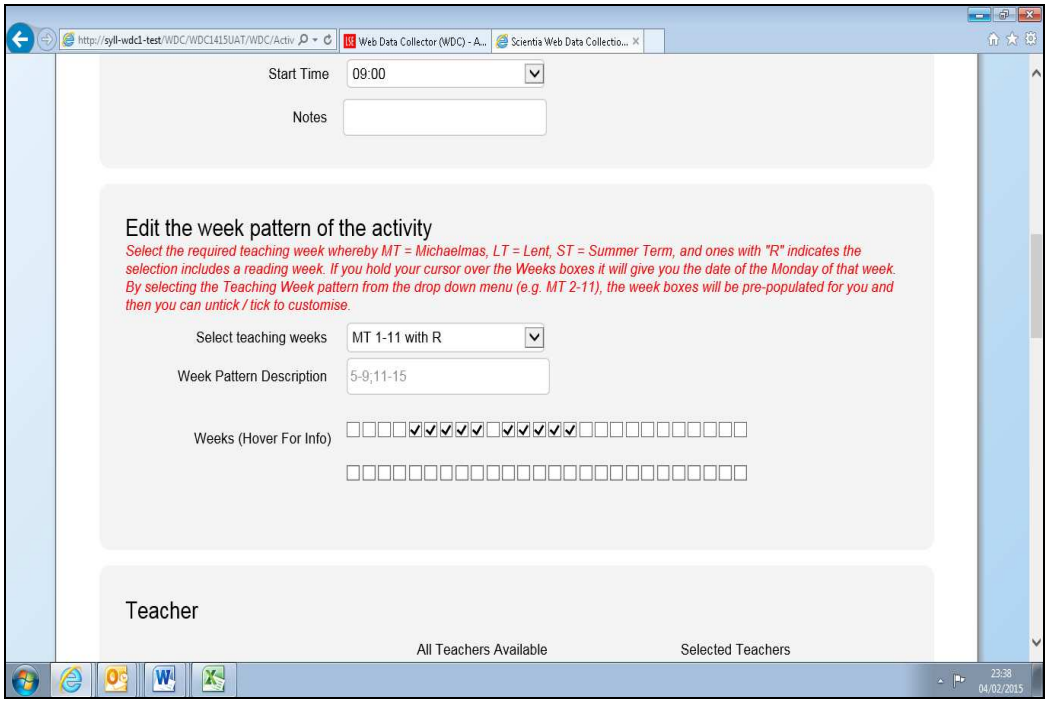
Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.9) under the **Edit the week pattern of the activity** section on this page. Once an option is selected,

the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.

The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

2015-16	Michaelmas Term											Lent Term											Summer Term						
WDC Weeks	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**35**	**36**	**37**	**38**	**39**	**40**	**41**
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7


Start Time
09:00
Notes
Edit the week pattern of the activity
Select the required teaching week whereby MT = Michaelmas, LT = Lent, ST = Summer Term, and ones with "R" indicates the selection includes a reading week. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week. By selecting the Teaching Week pattern from the drop down menu (e.g. MT 2-11), the week boxes will be pre-populated for you and then you can untick / tick to customise.
Select teaching weeks
MT 1-11 with R
Week Pattern Description
5-9;11-15
Weeks (Hover For Info)
Teacher
All Teachers Available
Selected Teachers
Fig 4.9

Teacher

Under the **Teacher** section (Fig 4.10), you should select the teacher(s) as required for the activity for the next academic year.

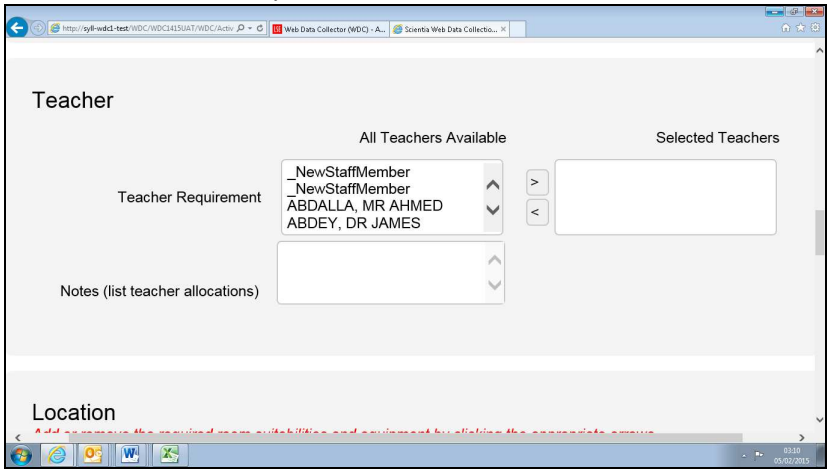


Fig 4.10

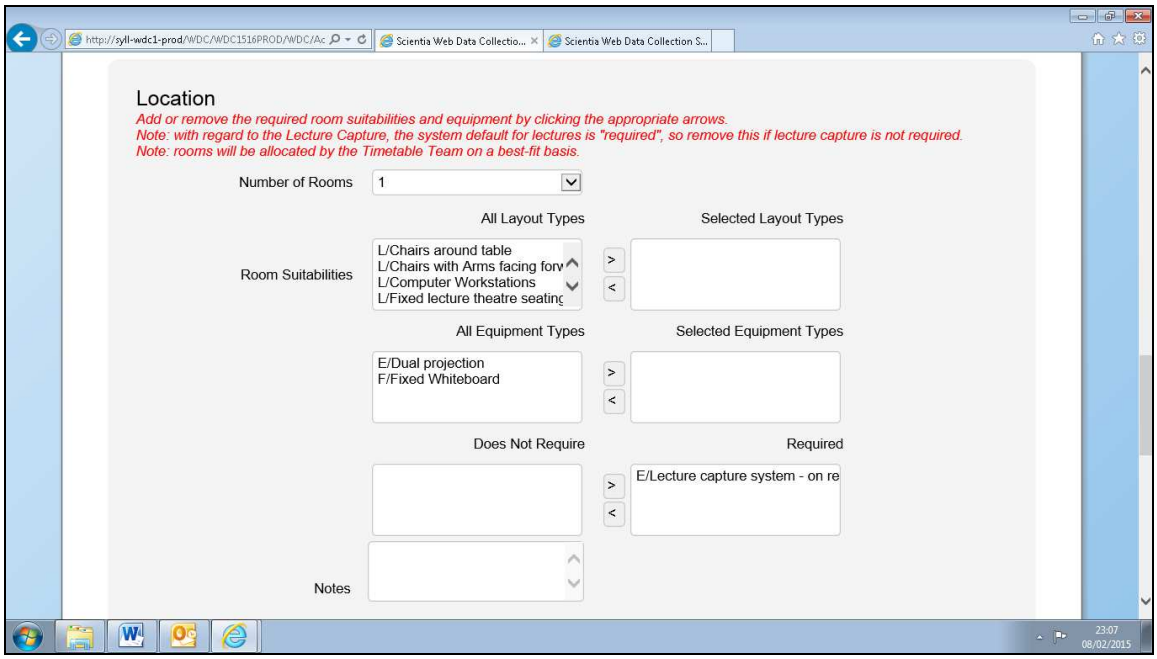
If the teacher(s) being assigned to the activity is not listed, provide the teacher's details in the Notes field.

Location

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.11), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so faculty will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in the notes field.

Lecture capture – for lectures this should be set to required (unless you do not want your lectures to be recorded).


Location
Add or remove the required room suitabilities and equipment by clicking the appropriate arrows.
Note: with regard to the Lecture Capture, the system default for lectures is "required", so remove this if lecture capture is not required.
Note: rooms will be allocated by the Timetable Team on a best-fit basis.
Number of Rooms
1
All Layout Types
Selected Layout Types
Room Suitabilities
L/Chairs around table
L/Chairs with Arms facing forv
L/Computer Workstations
L/Fixed lecture theatre seating
All Equipment Types
Selected Equipment Types
E/Dual projection
F/Fixed Whiteboard
Does Not Require
Required
E/Lecture capture system - on re
Notes
Fig 4.11

Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is to be a jointly taught one contact the Timetabling Team at timetables@lse.ac.uk or on 020 7955 6333 (x6333) for further assistance.

There is a comments box if you want to add further information or requests for this activity.

Remember:

c) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).

d) Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

End of Document